

Instructions for Completing the Pipeline Operator OQ Plan

General Information — The Pipeline Operator OQ Plan may be used by a propane marketer or by a master meter operator operating a jurisdictional pipeline to create or update an existing Operator Qualification program.

The plan template was created using Microsoft Word® 2000. This instruction sheet explains the fundamental steps to create an OQ plan using the electronic file on a PC computer capable of running Microsoft Word®.

Because the basic plan and its attachments are in a document format, the user has the ability to modify it by deleting, re-wording or inserting any section as desired to customize the plan to meet individual pipeline system requirements.

The document contains:

1. The OQ Plan, including
 - Cover Sheet
 - Table of Contents
 - The Written OQ Plan Sections
2. Attachment A
 - A.1 Pipeline operator's covered task list
 - A.2 Task Worksheets
3. Attachment B: Evaluation Methods Incorporated by Reference
4. Attachment C: Incorporation by Reference of Qualification Evaluation Requirements of Companies (Mutual Aid Partners) for Performing Certain Covered Tasks in Emergencies

Most of the work required for completing the OQ Plan is done in the attachments, particularly in A.2 Task Worksheets.

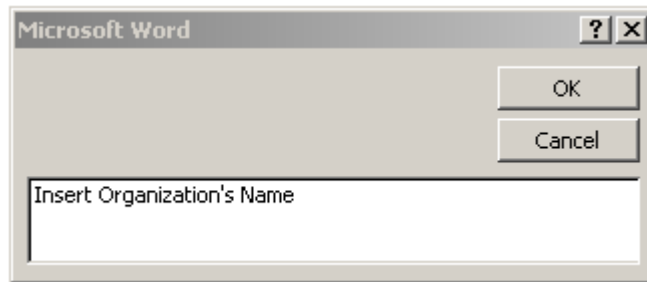
Cautionary Note: A Subject Matter Expert (SME) committee comprised of state and federal pipeline safety officials, codes and standards representatives, and representative propane marketers has reviewed the text and layout of all components of the OQ Plan template and determined that—when properly completed—all requirements of the OQ regulations are met by the template at the time of publication. Before removing or modifying any part of the OQ Plan template and its attachments, be sure that your changes do not materially and substantially alter the plan to the extent that it no longer complies with OQ Plan requirements. See 49 CFR Part 192, Subpart N for OQ program requirements.

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Getting Started

When you open the Word® document, you will immediately see a series of pop-up “fill in field” boxes similar to the one shown below. They function to enter the pipeline operator’s company name, the name of the OQ program administrator (coordinator), or a date into the plan at various points.

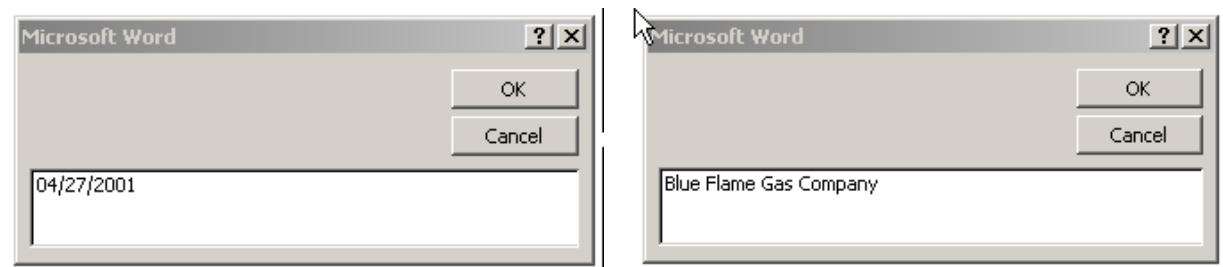


You may handle the boxes two ways:

1. To enter the template without inserting any fill in field information, simply left click on the “cancel” button on each pop-up screen that appears. There are approximately 48 of these.



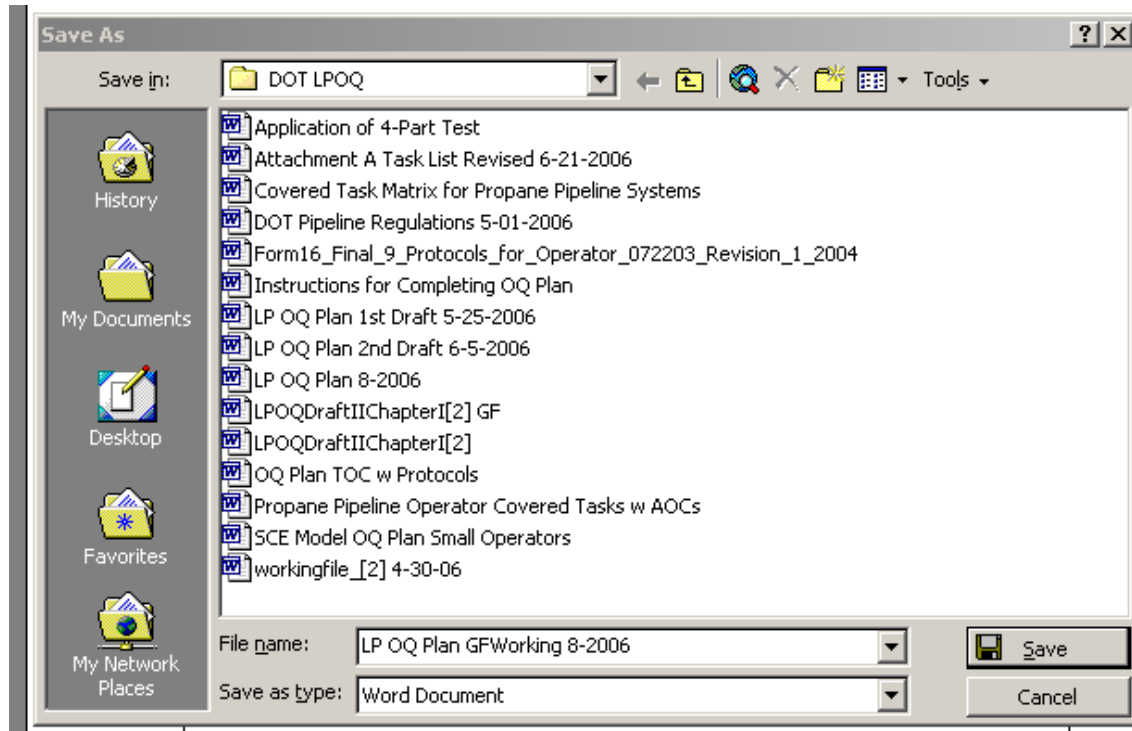
2. To insert names and dates, use your mouse cursor to highlight the field and then type in the desired information.



After typing in the appropriate information, left click the “OK” button and the next pop-up screen will appear. Complete all screens and the document will open.

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Important Advice: *Immediately* after the document fully opens, create a working copy of your plan so that the original file is available unaltered for later use. To save a working copy, left click on the File command on the Word® tool bar, then left click on the “Save As...” command. When the Save As menu box appears, create a new file name in the bottom line of the menu box.



After creating a new file name, left click on the “Save” button.

Working with the OQ Plan Template

Step 1: Read the OQ plan and determine if any addition or other modification is desired. The Plan has an introduction and 6 sections:

Purpose and Scope of This Plan

- 1.0 Definitions and Qualification Criteria
- 2.0 Plan Implementation and Assignment of Plan Management Responsibilities
- 3.0 Identification of Covered Tasks
- 4.0 Methods for Assuring Qualification of Persons Performing Covered Tasks
- 5.0 Maintenance of Personnel Qualification Records
- 6.0 Re-Evaluation of a Person’s Qualification

The OQ regulations (49 CFR Part 192, Subpart N) are included in the Purpose and Scope section. Be sure that any changes you make conform to the regulatory requirements.

Step 2: Identifying Covered Tasks — As previously stated, most of the work completing your OQ plan is done in the Attachments sections. Completing Attachment A identifies the covered tasks for the pipeline system and meets the requirements for documenting the following OQ program elements:

1. Pipeline covered tasks
2. Identifying methods for qualifying persons who perform the tasks
3. Establishing scheduled re-evaluation intervals for qualified persons
4. Identifying abnormal operating conditions (AOCs) associated with each covered task
5. Determining the Span of Control requirements for each task (ratio of the maximum number unqualified persons to a qualified person directly supervising and observing them)

Attachment A.1 lists the covered tasks for the pipeline system. Attachment A.2 contains task worksheets that document items 1 through 5 listed above, as well as, designating in general terms the persons who perform the covered tasks.

It is recommended that the task worksheets in A.2 are completed first, and used to compile the task list in A.1 when finished.

Guidelines for Completing Attachment A.2

1. A four-page worksheet is provided for each task typically performed by qualified persons on propane pipeline systems that meets the 4-part test for identifying covered tasks. [See 49 CFR 192.801(b).]
2. Not all tasks will necessarily apply to your system. It is recommended, however, that all the task worksheets be retained, even those that do not apply to your pipeline system, in order to demonstrate to the jurisdictional authorities that you considered a full range of covered task possibilities.
3. A pipeline operator may add other tasks if desired, even if the task does not meet all four elements of the 4-part test. A blank worksheet is included for this purpose.
4. A fundamental consideration when identifying covered tasks is the materials used in the pipeline system. For example, if the system uses only polyethylene piping for buried sections and only aboveground tanks, the only corrosion control task will be

**Important
Point**



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monitoring for atmospheric corrosion on aboveground tanks and piping facilities.

Attachment A.2 Covered Task Evaluation Form		
No. _____	Task Name: <u>Inspect for Atmospheric Corrosion</u>	
(Mark all that apply <input checked="" type="checkbox"/> and fill in the blanks, as appropriate.)		
Task <input type="checkbox"/> is a covered task for the pipeline. <input type="checkbox"/> is not a covered task for the pipeline.		
Personnel designated to perform the covered task: (Check both boxes if both apply.) <input type="checkbox"/> Qualified Company Employees <input type="checkbox"/> Qualified Contractor Employees		
Designated Operating Company Employee Job Titles or Descriptions (if Applicable): _____ _____ _____		
Method(s) of Evaluation Selected for This Identified Task:		
<u>Method</u>	<u>Code</u>	<u>Documentation of Method</u>
<input type="checkbox"/> Written Examination	(WE)	<input type="checkbox"/> SIF Knowledge Exam <input type="checkbox"/> (ITS) OQ Series and Third-Party Testing Service <input type="checkbox"/> Other Written Exam (Specify Name or Source) _____
<input type="checkbox"/> Oral Examination	(OE)	(Specify Name or Source) _____
<i>Observation During:</i>		
<input type="checkbox"/> Performance on the Job	(OOJ)	<input type="checkbox"/> SIF Skills & Abilities Evaluation <input type="checkbox"/> (ITS) Skill and Ability Verification Checklist <input type="checkbox"/> Other (Specify Name or Source) _____
<input type="checkbox"/> On the Job Training	(OJT)	
<input type="checkbox"/> Simulation	(OS)	
<input type="checkbox"/> Other Form of Assessment	(Specify)	_____ _____

Sample: Page 1 of a Covered Task Worksheet

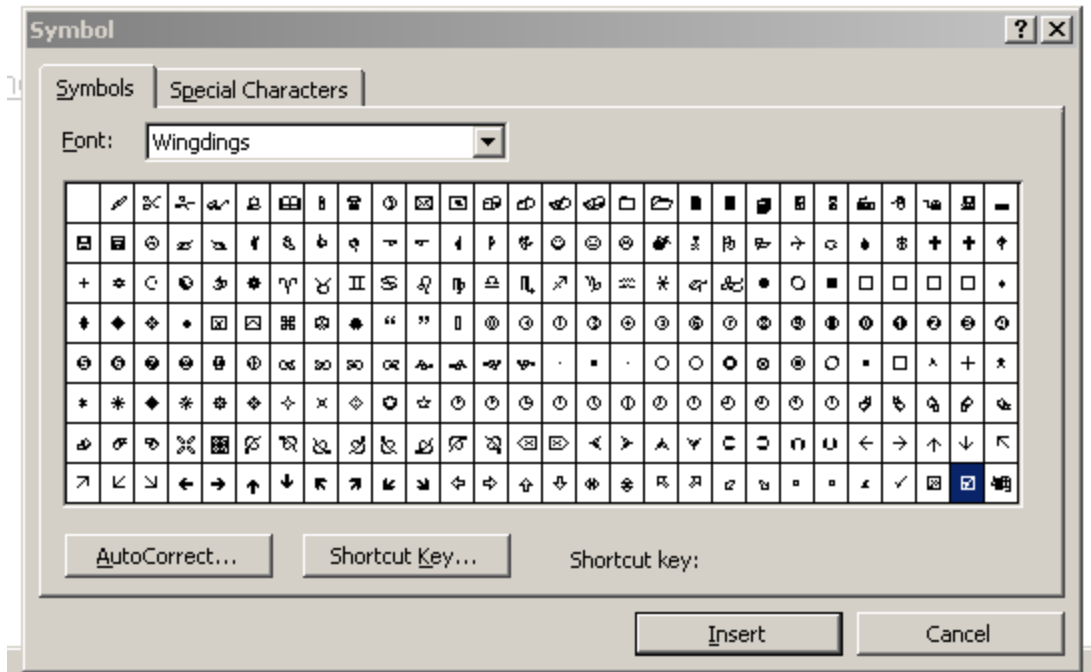
Notice the instruction line on the worksheet:

(Mark all that apply ☒ and fill in the blanks, as appropriate.)

You can enter a check mark in any box in two ways:

1. Mark with a pen after completing the worksheets and printing them out.
2. Mark them electronically by highlighting the box and using the Inset command, selecting Symbol, and then the ☒ in the Wingdings Font set menu.

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Inserting the Checked Box Symbol

5. Completing a task worksheet—

- a. **Task Worksheet, Page 1.** Enter an ID number for the task if it is a covered task for the pipeline system. ID numbers may be unique to the company, starting with 1, or they may use the numbering system of an OQ task system, such as the ASME B 31Q numbering system.
- b. If the task is not applicable to the pipeline system, check the second box: Task ☒ is **not** a covered task for the pipeline. If this is the case, go to the next task work sheet—you have completed the worksheet for a task that does not apply.

If the task is applicable, check the first box and continue to the next item.

- c. Check the applicable boxes in the “Personnel designated to perform the covered task” section. If you check:
 - ☒ Qualified Company Employees, only company employees are permitted to perform the task;
 - ☒ Qualified Contractor Employees, only contractor employees are permitted to perform the task;Checking both boxes indicates that either qualified company or contractor employees are permitted to perform the task.
- d. Completing the next section, “Designated Operating Company

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Employee Job Titles or Descriptions, ” is optional. This section is not required by the regulations and may be deleted if desired.

- e. The next task worksheet section, “Method(s) of Evaluation Selected for This Identified Task,” includes a number of check boxes for evaluation methods. It is recommended that you check each box in the left column (except “Other Form of Assessment”), thereby, allowing you to use any of the qualification evaluation methods provided in the regulations. Check the “Other” box **only if you can specify what other evaluation method you will use** in the table cell to the right.

For example, you might make an entry for “Other Form of Assessment” such as for the OQ task “Join Plastic Pipe (Tubing) With Mechanical Fittings”:

☒ Other Form of Assessment

Current CETP 4.2 Certification

Precautionary Note: If you use a CETP certification as a method of assessment, be sure that you are thoroughly familiar with the CETP program and its contents, including its knowledge and skills performance criteria for certification. Pipeline safety authorities auditing your program may require you to show them exactly how a CETP certification meets OQ requirements. For instance, if you are not able to demonstrate that CETP Skill Assessment Task 4.2.12 corresponds to the OQ task in this example, and that CETP Training Module 4.2.12 contains the appropriate knowledge criteria, you may not be able to convince the jurisdictional inspector that your assessment method designation meets OQ program requirements.

Also, you should give consideration to how you will use the CETP program for scheduled re-evaluation purposes, and be ready to defend your rationale.

In the right-hand column for all assessment methods it is recommended that you check the boxes for the SIF (Security and Integrity Foundation) and ITS (Industrial Training Services) programs, thereby, allowing you to use either of these qualification evaluation methods. If you want to add additional qualification programs, such as the NACE corrosion technician or Heath leak detection and survey examinations, enter them as well.

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f. **Task Work Sheet, Page 2.**

- Enter the task ID number at the top of the page.
- Choose one of the methods for determining re-evaluation methods and complete the page as described in either step g or h.

Task ID #	Task Name			
	Inspect for Atmospheric Corrosion			
<input type="checkbox"/> Method 1 Coordination with DOT Hazmat Employee Training, OSHA Training and NFPA 58 Personnel Qualification Requirements				
After initial task qualification:				
<input type="checkbox"/> Requalification for this task is required annually.				
<input type="checkbox"/> Requalification for this task is required every other year.				
<input type="checkbox"/> Requalification for this task is required every 3 years.				
<input type="checkbox"/> Method 2 DIF Calculation Basis				
Assign a value to each of the first 3 columns (DIF) relative to the identified covered task.				
1 st column: A difficult (complex) task should have a score of 5; a simple task a score of 1.				
2 nd column: If the safety consequence of improper performance of the task is serious the score should be 5; if minor the score should be 1.				
3 rd column: A frequently performed task should have a score of 1; an infrequently performed task should have a score of 5.				
Add across columns 1-3 to obtain the Total Rating.				
Difficulty Rating (complexity)	Importance Rating (safety consequences)	Frequency Rating (how often performed)	Total Rating	Re-Evaluation Interval (after initial task qualification)
If the Total Rating is:				
Less than 6, the Re-evaluation Interval is 36 months.				
Less than 12 but greater than 6, the Re-evaluation Interval is 24 months.				
Greater than 12, the Re-evaluation Interval is 12 months.				

- g. Method 1—If task re-evaluation intervals are to be coordinated with DOT, OSHA, and NFPA personnel qualification training, check the box for Method 1. Next, check the appropriate box for the desired re-evaluation interval, every year, every two years, or every three years.

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- h. Method 2—Using the DIF Method, the pipeline operator assigns a value for task Difficulty, Importance, and Frequency to obtain a Total Task DIF rating. Subsequently, the DIF rating is applied to determine the OQ task re-evaluation interval.

If Method 2 is used, check the box for Method 2, then enter a value from 1 to 5 in each of the table cells below the Difficulty, Importance, and Frequency headings respectively. Add the three values across the row and enter the sum as the task total rating. Taking the task total rating into consideration, enter a re-evaluation interval in the last column of the table.

- i. **Task Work Sheet, Page 3.** Enter the task ID number in the blank at the top of the page. Review the Abnormal Operating Conditions listed for the task. Add any additional AOCs desired in the right-hand column of the table. Although it is not required by the OQ regulations, the names of evaluators who will evaluate persons who perform the task may be listed.

Task ID #	Inspect for Atmospheric Corrosion	
Task Abnormal Operation Condition(s)		
1.	Blowing/escaping gas/grade one leak	
2.	Fire on a pipeline	
3.	Odor complaint	
4.	Metal loss due to atmospheric corrosion	
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
List of Qualified Evaluators:		
<hr/>		
<hr/>		
<hr/>		
Approved by:		
Signature	Title	Date
<hr/>	<hr/>	<hr/>

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- j. **Task Work Sheet, Page 4.** Enter the task ID number in the blank at the top of the page.

<u>Covered Task Span of Control Determination</u> (Ratio of unqualified persons allowed to perform this task under the direct observation and supervision of a qualified person)	
Task ID # _____	Inspect for Atmospheric Corrosion
Span of Control Ratio	
Maximum Number of Unqualified Persons _____	To One Qualified Person : 1

Enter the maximum number of unqualified persons who can be directed supervised and observed performing the task by a qualified person in the bottom left cell of the Span of Control Ratio table. The entry "0" means that only qualified persons are permitted to perform the task.

Complete steps a through j for each covered task in Attachment A.2 and for any additional tasks you want to add.

Guidelines for Completing Attachment A.1

After all the task worksheets in A.2 are completed printing them out is recommended to add dates and signatures. They can then be used to compile the OQ plan covered task list in A.2. For clarity, delete any task listed in the template that does not apply to your system.

Step 3. Completing Attachment B

Attachment B provides a listing of acceptable third party evaluation methods that may be used to qualify company and contractor employees. Follow the instructions given in the attachment form, deleting the instructions and the word "EXAMPLE" when the list is completed.

Step 4. Completing Attachment C

If your company (pipeline or master meter operator) has no mutual aid agreements:

a. Place a check in the box of the first statement as shown below.

☒ The Pipeline Operator has **no mutual aid agreements** for emergency assistance.

b. Delete the instructions immediately following the attachment title. And delete everything on the page that follows the statement shown above this step b.

If your company has one or more mutual aid agreements, place a check in the box of the other statement as shown below.

☒ The Pipeline Operator has mutual aid agreements for emergency assistance as described in the following table of covered tasks.

c. Complete the covered task list and mutual aid partners who may perform the task in the table below the statement. List only the covered tasks that apply to your pipeline system that might be performed in an emergency by qualified employees of a mutual aid partner; the ones shown in the template may not apply to your system, nor be appropriate to your mutual aid agreement(s).

d. Delete the instructions immediately following the attachment title. And delete the instructions that appear in the bracketed [NOTE] immediately above the task table.